

Town of North Hempstead

Supervisor
Jon Kaiman

Town Board
Viviana L. Russell
Thomas K. Dwyer
Angelo P. Ferrara
Maria-Christina Poons
Lee Seeman
Fred L. Pollack

Town Clerk
Leslie Gross

Receiver of Taxes
Charles Berman



Commissioner
Kevin Cronin

Department of Building, Safety Inspection & Enforcement

210 Plandome Road
P.O. Box 3000
Manhasset, NY 11030
516-869-7660, 7680

COMMISSIONER'S MEMORANDUM #2011-02


A recent review of the "pending" applications for building permits has revealed an ever increasing number of submissions requiring additional information to be provided to the Town by the applicant and/or their representative.

Many of these applications have remained "pending" and are awaiting a response from the applicant to the Town for periods in excess of one year. As a result, the number of "pending" applications has outgrown the Building Department's ability to properly track and store them.

Effective April 1, 2011 all relevant Building Department applications shall contain a notice that applications remaining in a "pending" status in excess of one hundred and twenty (120) days from the date of the last "Omissions" letter or communication from the Town requesting additional information, documentation or clarification shall be deemed abandoned and void. Any such "pending" application deemed abandoned and void may not be renewed. Instead, a new application and revised plans must be submitted along with the payment of fees consistent with a new application.

The Intake Division shall conduct a prompt review of all applications that have remained "pending" in excess of one year from the date of the last "Omissions" letter or other correspondence from the Town seeking additional information as noted above. Notice shall be mailed to the applicant and property owner of such "pending" applications informing the concerned parties a substantive response to the Town's prior correspondence must be received within ninety days from the date of mailing or the "pending" application shall be deemed abandoned and void. Failure to provide a substantive response will require a new application and payment of applicable fees.

Dated: March 30th, 2011


Kevin M. Cronin
Commissioner